

Title II Formula Grants

Guide to OJJDP's Performance Measures

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WebEx Overview and Housekeeping

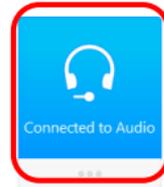
Please take a moment to follow these steps to ensure you have optimal WebEx experience



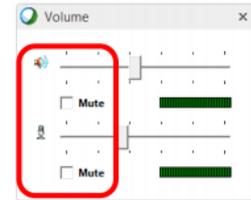
WebEx troubleshooting – Checking your audio

You have plugged in your headphones or perhaps you are using your built in microphone and logged into WebEx and but you can't hear!

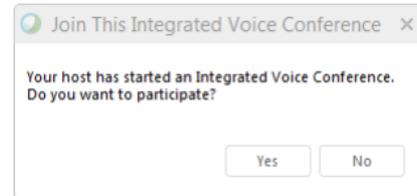
Check you have clicked on **Connect to Audio** (the large button on the left side of the screen)



A box will appear; make sure you are not muted



If you are not the meeting host, then look out for the prompt to participate in the voice conference.



WebEx Communication

To add comments via WebEx Chat:

1. Click on the tab labeled **Chat**.
2. Select the message recipient from the dropdown box.
3. Enter your chat message in the text box and click **Send**.



Announcements



Please note that this training is being recorded and will be posted online for future listening and viewing.

The question and answer section of the training at the end of the presentation will not be recorded.

Program Areas

Section 1





Training Objectives

During this training, we will discuss:

- The Title II Formula Grants performance measures and narrative questions
- Program areas updates
- Instructions for reporting zeroes
- OJJDP Performance Measurement Tool (PMT) system
- Subgrantee monitoring



Title II Program Areas

PA 1: AFTERCARE/REENTRY

PA 2: AFTER-SCHOOL PROGRAMS

PA 3: ALTERNATIVES TO DETENTION

PA 4: CHILD ABUSE AND NEGLECT

PA 5: COMMUNITY-BASED PROGRAMS AND SERVICES

PA 6: DELINQUENCY PREVENTION

PA 7: GANGS

PA 8: GRADUATED AND APPROPRIATE SANCTIONS

PA 9: HATE CRIMES

PA 10: JOB TRAINING

PA 11: LEARNING AND OTHER DISABILITIES

PA 12: MENTAL HEALTH SERVICES

PA 13: MENTORING, COUNSELING, AND TRAINING PROGRAMS

PA 14: POSITIVE YOUTH DEVELOPMENT

PA 15: PROBATION

PA 16: PROTECTING JUVENILE RIGHTS

PA 17: SCHOOL PROGRAMS

PA 18: SUBSTANCE AND ALCOHOL ABUSE

PA 19: COMPLIANCE MONITORING

PA 20: DEINSTITUTIONALIZATION OF STATUS OFFENDERS

PA 21: DISPROPORTIONATE MINORITY CONTACT

PA 22: DIVERSION

PA 23: GENDER-SPECIFIC SERVICES

PA 24: INDIAN TRIBE PROGRAMS

PA 25: INDIGENT DEFENSE

PA 26: JAIL REMOVAL

PA 27: JUVENILE JUSTICE SYSTEM IMPROVEMENT

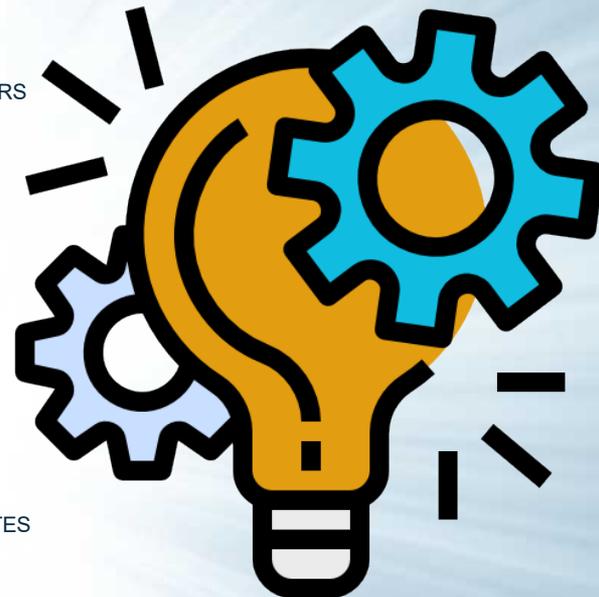
PA 28: PLANNING AND ADMINISTRATION

PA 29: REDUCING PROBATION OFFICER CASELOADS

PA 30: RURAL AREA JUVENILE PROGRAMS

PA 31: SEPARATION OF JUVENILES FROM ADULT INMATES

PA 32: STATE ADVISORY GROUP (SAG) ALLOCATION



Icon made by <https://www.flaticon.com/authors/dDara> from www.flaticon.com



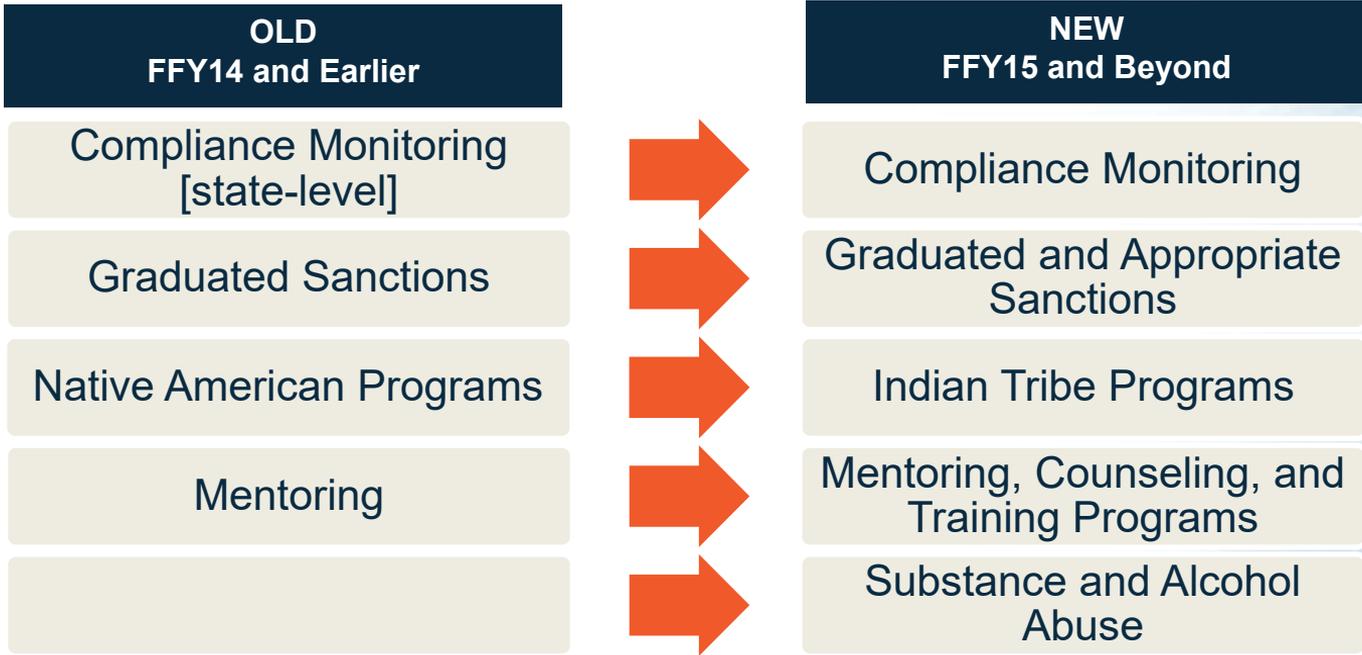
Program Area Changes

Program Areas added April/May 2016:

- After-School Programs
- Community-Based Programs and Services
- Learning and Other Disabilities
- Positive Youth Development
- Protecting Juvenile Rights
- Indigent Defense
- Reducing Probation Officer Caseloads



Program Area Title Changes



Performance Measures

Section 2





Performance Measure Components

Performance measures in the OJJDP PMT have three components:

Measure	Data Grantee Reports (Label)	Definition
<ul style="list-style-type: none">• Number and percent of program youth charged with formal parole violations	<ul style="list-style-type: none">• Number of program youth charged with parole violation• Number of youth in program• Percent (A/B)	<ul style="list-style-type: none">• The number and percent of program youth who have been charged with a formal parole violation. Official records are the preferred data source.

Types of OJJDP Performance Measures

-  Core Measures
-  Mandatory Measures
-  Optional Measures
-  Target Behaviors
-  Narrative Questions



Core Measures

The core measures listed apply to programs that provide services to youth who may be at-risk or youth who have had some involvement with the juvenile justice system.

- Number and percent of program youth who **OFFEND** (short- and long-term)
- Number and percent of program youth who **REOFFEND** (short- and long-term)
- Number and percent of program youth who are **VICTIMIZED** (short- and long-term)
- Number and percent of program youth who are **REVICTIMIZED** (short- and long-term)





Core Measures

Core Measures include:

- Number and percent of programs/initiatives employing evidence-based programs or practices
- Number and percent of youth with whom an evidence-based program or practice was used
- Number of program youth served
 - (Previously: Number of program youth *and/or families* served)
- Number of enrolled parents or guardians served during the reporting period*
- Number of additional family members served during the reporting period*
- Number and percent of program youth completing program requirements

Examples of evidence-based practices include:

- OJJDP's Model Programs Guide:
<https://www.ojjdp.gov/mpg>
- Blueprints for Violence Prevention:
<https://ncjrs.gov>
- CrimeSolutions.gov:
<https://www.crimesolutions.gov>
- SAMHSA's National Registry of Effective Programs and Practices:
<https://www.samhsa.gov/nrepp>

Resources

- Evidence-based Resources for OJJDP Program Applicants:
<http://www.ojjdp.gov/funding/ResourcesOnEvidenceBasedPrograms.pdf>



Mandatory Measures

Though Mandatory Measures vary program to program, you will recognize them by:

- Appearing in **bold**
- Most often include the core measures and target behaviors

Examples:

- Number and percent of program youth completing program requirements (short term) (**Alternatives to Detention**)
- Number of facilities receiving TA (**Compliance Monitoring—State level**)



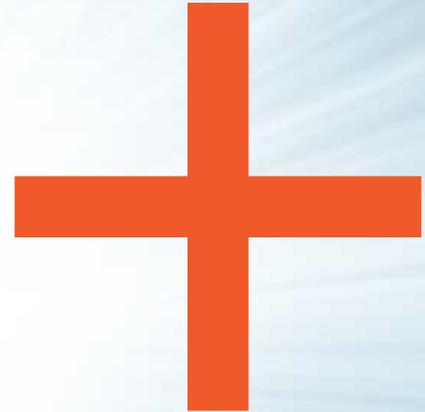


Optional Measures

The Optional Measures are additional measures you may choose that are applicable to your program

Examples

- Number and percent of program youth suspended from school (School Programs)
- Number of drug/alcohol tests performed on program youth (Substance and Alcohol Abuse)





Target Behaviors

Depending on the program areas you select:

- Target behaviors may be mandatory, optional, or both
- Track additional target behaviors if they are appropriate

If you have a questions, please work with your Program Manager to decide if additional target behaviors are necessary for your program.





Target Behavior Measures

All measures require:

- Number and percent of program youth with the related outcome
- Short-term and long-term outcomes during the reporting period

Behavioral outcomes include:

- Social competence
- School attendance
- GPA
- GED
- High school completion
- Job skills
- Employment status
- Family relationships
- Antisocial behavior
- Substance use
- Gang resistance/involvement
- Cultural skill building/cultural pride
- Prosocial behavior
- Community involvement



Changes to Long-Term Target Behaviors

Award Time Period	Measure	Data Grantee Reports
FFY2014 awards and earlier	Social competence (long-term)	<p>A. Total number of youth who exited the program 6–12 months ago who had the noted behavioral change</p> <p>B. Number of youth who exited the program 6-12 months earlier and received services for this behavior</p> <p>C. Percent A/B</p>
FFY2015 awards and beyond	Social competence (long-term)	<p>A. Total number of program youth exiting the program 6–12 months ago tracked for the target behavior during the reporting period</p> <p>B. Of A, the number of program youth with the noted behavioral change during the reporting period</p> <p>C. Percent B/A</p>



Instructions for Reporting Zeros

If you are unable to report data for one or more mandatory or applicable measures in the OJJDP PMT:

- The performance measurement grids have new instructions for reporting the value of zero.
- You will see these instructions at the top of each grid:

Enter data for all mandatory and applicable measures. Enter zero (0) if you are able to collect and report data for the measure but there was no activity during the reporting period. If you enter 0 for another reason (e.g., data not tracked, activity not applicable), please explain in the text box available at the end of data reporting.



Narrative Questions

There are a total of **four** narrative questions, which appear after data entry for the performance measures.

1. What were your accomplishments during the reporting period?
2. What goals were accomplished during the reporting period as they relate to the goals you entered on your grant application?
3. What problems/barriers did you encounter, if any, during the reporting period that prevented you from reaching your goals or milestones?
4. Can OJJDP offer assistance to address any problems/barriers you identified in Question 3? If so, please describe.



Title II (Formula) Reporting Schedule

- The OJJDP PMT opens for Title II (Formula) grantee reporting on or about the **first Monday in October**.
- Reports are due in the GMS by **December 31**.

Activity Period	PMT Due Date	Upload to GMS?
October 1 – September 30	December 30	Yes
		By December 31



OJJDP PMT Resources

Links for Performance Measure Grids

To view program areas and performance measures for FFY2014 and earlier, visit this link: https://ojdppmt.ojp.gov/help/program_logic_model.cfm?grantID=3

To view program areas and performance measures for FFY2015 and beyond awards, visit this link: <https://www.ojjdp-dctat.org/help/titleiidocs.html>

Using the OJJDP Performance Measurement Tool (PMT)

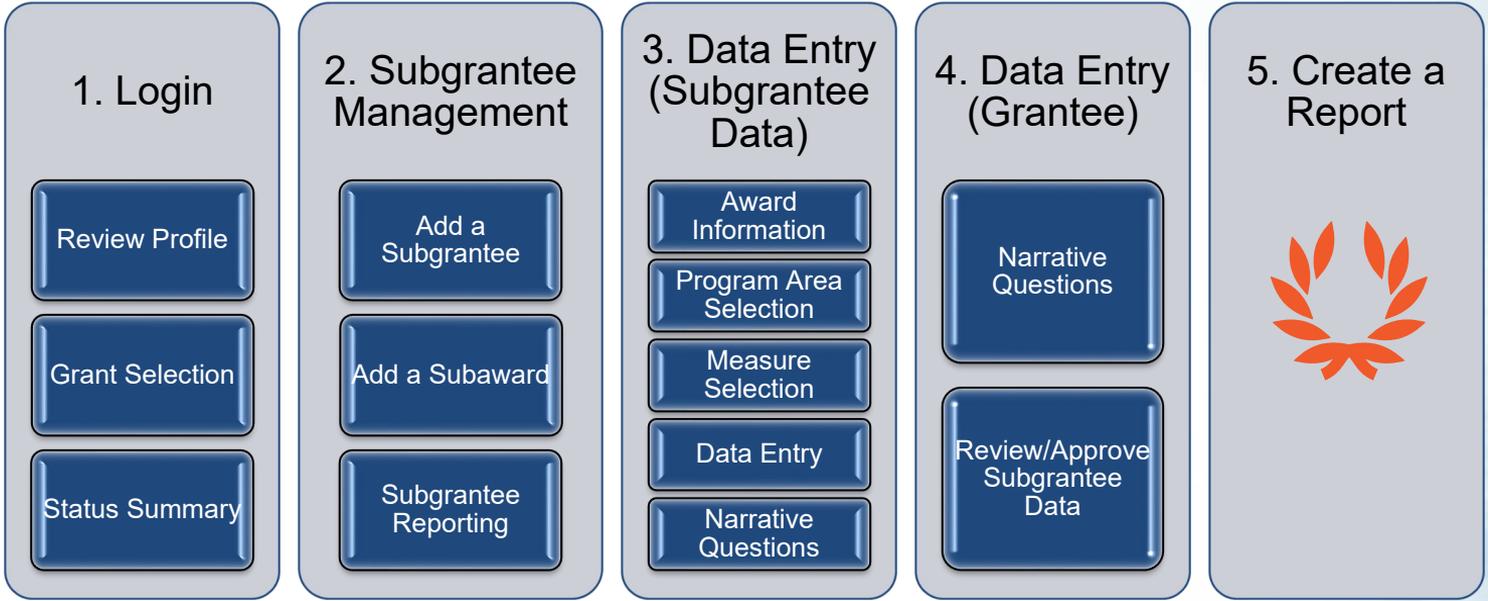
Section 3



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Steps in the Data Entry Process



OJJDP Performance Measures Page

OJJDP Performance Measures
page link: <https://ojjdp.pmt.ojp.gov>

These resources can be found on the
OJJDP Performance Measures page:

- PMT Reporting Schedule
- PMT User Guide
- Performance Measures Grid
- Frequently Asked Questions (FAQs)
- Data Memos, etc.

The screenshot shows the OJJDP Performance Measures website. At the top, there is a header with the text "PERFORMANCE MEASURES" in blue. Below the header, there are several sections:

- Data Reporting Tool**: A section with a title and a paragraph explaining that the OJJDP Performance Measures Tool (PMT) is a reporting system for users to submit performance data about their OJJDP grants. It also includes a warning that the session will time out 30 minutes after the user stops saving data.
- OJJDP PMT Reporting Schedule**: A section with a title and a list of items. The first item is "OJJDP PMT Reporting Schedule" with a plus icon. The second item is "OJJDP PMT Training Schedule" with a plus icon and a note that there are no trainings currently scheduled.
- Formula and Block Grants**: A section with a title and a list of items. The first item is "Enforcing Underage Drinking Laws Block Grants Program" with a plus icon. The second item is "Juvenile Accountability Block Grants Program" with a plus icon. The third item is "Title II Formula Grants Program" with a plus icon.

On the right side of the page, there is a box with a red header that says "The OJJDP PMT has a new improved login and user account management process!". Below this, there is a "Log In" button and a note that new users should contact the PMT Help Desk at 1-866-487-0512.

PMT Login

Provide your **User Name** and **Password** to enter the Performance Measure Tool (PMT).



The screenshot shows the login interface for the Performance Measurement Platform. At the top, it features the U.S. Department of Justice seal and the text "U.S. DEPARTMENT OF JUSTICE Office of Justice Programs" with the tagline "Innovation • Partnerships • Safer Neighborhoods". Below this is the title "Performance Measurement Platform". The login section has a yellow background and contains two input fields: "User Name" (with a help icon and "Email Address" placeholder) and "Password" (with "Maximum of 3 attempts" placeholder). A "Login" button is to the right of the password field, and a "[Forgot Password](#)" link is below it. A red note states: "Please note: JavaScript must be enabled to use this site. If not, site navigation will not work properly. If you need to enable JavaScript, click [here](#) to find out how." At the bottom, there are logos for BJA, OVC, OJJDP, and NIJ, and a "Privacy | FOIA" link.

Review/Update Profile

- First-time users will be taken to the Profile page. Please check your profile for accuracy.
- To make changes, update your contact information in the **Grant Management System (GMS)** and contact your **State Policy Advisor**.
- You may add a secondary contact to receive notices from the PMT.
- Click **Save** to save information entered.

Profile
To update your profile click the EDIT PROFILE button. To edit subgrantee user accounts click the MANAGE SUBGRANTEES button. To begin the data entry click the BEGIN DATA ENTRY button.

Edit Profile
Manage Subgrantees
Begin Data Entry

User ID	STUM01155
Organization Name:	Tile V/Formula Test
Address1:	test
Address2:	test
City:	test
State/Territory:	DC
Zip:	22201
Phone:	1231231234
Fax:	
URL:	
Formula Contact Information	
Point of Contact:	Test User
	1231231234
	test@test.com
Additional Contact:	

Grant Program Selection

The **Grant Program Selection** page displays all reporting periods and grant programs available to the account.

Note: If you are a returning user, this page will display first.

The screenshot shows a web application interface for 'Grant Program Selection'. At the top, there is a navigation bar with links for Home, Profile, Reports, Recordings, and Log Out. Below the navigation bar, the main heading is 'Grant Program Selection' with a sub-heading: 'Please click on the reporting period for which you want to enter data. If you are trying to access data for a program which is not shown here, please contact your Grantor.' A secondary navigation bar contains a dropdown menu for 'Current / Open Reporting Period' and three menu icons. The main content area features three columns, each representing a grant program: 1. 'Violence Prevention' with the OJJDP logo, a 'Select a reporting period' dropdown menu showing 'July 2015 - December 2015', and a 'Go' button. 2. 'TITLE V' with a house icon, a 'Select a reporting period' dropdown menu showing 'October 2014 - September 2015', and a 'Go' button. 3. 'Formula Grants' with a classical building icon, a 'Select a reporting period' dropdown menu showing 'October 2014 - September 2015', and a 'Go' button.

Grant Program Selection

The **Federal Award** selection page lists all active federal awards for the account.

Grantees are **required** to enter data for activities that occurred during the reporting period related to the specific federal award.

Home Profile Reports Recordings Log Out

Formula Grants

October 2013 to September 2014

Switch Grant Program

Please Select

Please select from the following list:

- View Federal Award 2013-XX-XX-1234
- View Federal Award 2014-YY-YY-1234

Click on View Federal Award to report for that specific award.

For more information contact _____
Toll-free Technical Assistance Hotline Number: 1-866-487-0512

Grantee Status Summary

The **Grantee Status Summary** page provides an overview of the data entry status for the selected award.

- Any Subgrantees created for the federal award will also be displayed under the subsection **Subgrantee Performance**.

The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'Profile', 'Reports', 'Recordings', and 'Log Out'. Below the navigation bar, the page title is 'Grantee Status Summary for test' and the program is identified as '2008-ME-NT-0000' for the period 'July to December 2014'. A callout box points to the 'Home' tab in the navigation bar, stating: 'Use the **Home** tab on the Navigation Bar to take you back to the **Grantee Status Summary** page.'

The main content area is divided into sections: 'Management of the Federal Award' (showing '2008-ME-NT-0000') and 'Grantee Performance'. The 'Grantee Performance' section contains a table with the following data:

Grantee	Federal Award Amount	Type of Reporting	Data Entry Status	Report Status
test	\$1,000,000.00	Performance Data	Not Started Begin Reporting	Not Created

A second callout box points to the 'Begin Reporting' button in the table, stating: 'Click the **RED** button under Data Entry Status to begin data entry for the grantee or subgrantee report.'

Grantee Status Summary

Status on the Grantee Status Summary Page:

Begin Reporting	Grantee has NOT saved any data.
Continue Reporting	Grantee has begun entering data but has not completed the data entry process.
Complete	Grantee has entered and saved data; the record is marked as complete.
Not Created	Data entry is complete but grantee has not created a Performance Data Report
Created	Data entry is complete, and Grantee has created a Performance Data Report; all data entry has been completed for the PMT.

Subgrantee Management: Add a Subgrantee

Grantees can add subgrantees from the **Manage Subgrantees** page.

Click **Profile**, then **Manage Subgrantees** to:

- **Create** a new subgrantee
- **Add/Change** access and information for existing subgrantee users
- **Look up** user IDs and passwords for subgrantees.

The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'Profile', 'Reports', 'Recordings', and 'Log Out'. The 'Profile' tab is circled in red. Below the navigation bar, the page title is 'Profile'. A text block reads: 'To update your profile click the EDIT PROFILE button. To edit subgrantee user accounts click the MANAGE SUBGRANTEES button. To begin the data entry click the BEGIN DATA ENTRY button.' Below this text are five buttons: 'Edit Profile', 'Manage Users', 'Select another profile', 'Manage Subgrantees', and 'Begin Data Entry'. The 'Manage Subgrantees' button is circled in red. To the right of the buttons is a form with the following fields: 'User ID' (value: XX00375), 'Tribal Name' (value: PSA test user), 'Address1:', 'Address2:', 'City:', 'State/Territory' (value: XX), 'Zip' (value: 12345), 'Phone:', 'Fax:', 'URL:', 'Authorized Tribal Official', and 'Project Coordinator:'.

Subgrantee Management: Add a Subgrantee

The Subgrantee Management page lists all of subgrantees assigned to your program.

- Information about other subgrantee organizations in your state is also offered in case one of your subgrantees is already in PMT.

The screenshot shows the 'Subgrantee Management' page with a navigation bar (Home, Federal Awards, Profile, Reports, Help, Log Out) and a subheader 'Subgrantee Organizations'. Below the subheader, there is a text instruction: 'To create a new Subgrantee account click on ADD NEW SUBGRANTEE USER. To change the information for a subgrantee account click on its USERID. To enter data for a subgrantee account click on its ORGANIZATION NAME. You can sort the Users listed below by clicking on the column headers.' Below this is a table titled 'add new Subgrantee User' with columns: UserID, Password, Organization Name, JABG OLD FFY, Title V, Formula Disc, T-JADG OLD, Mentoring RA, Second Chance Reentry, SCA Mentoring, TTA, JABG. A row is shown for 'STUM0116G rovlva Formula Subgrantee'. Below the table is a section 'Other Subgrantee Organizations in Your State' with a note 'Click on the UserID to access and edit the record information.' and another table with columns: UserID, Password, Organization Name, JABG OLD FFY, Title V, Formula Disc, Mentoring ARRA, Second Chance Reentry, SCA Mentoring, TTA, JABG. Rows include 'STUM003G ***** Subgrantee #1', 'STUM007G ***** Formula subgrantee #2', and 'STUM0010G ***** Grant Project recipients'. A callout box with a grey background and black border contains the following text:

- Each subgrantee appears on this list with its user ID and password.
- To add the Title II (Formula) permission, click the subgrantee's user ID.
- Click add new Subgrantee User.

Subgrantee Management: Add a Subgrantee

Subgrantee Account Definition

Use this screen to **define a new Subgrantee user** account. NOTE: You cannot give a new subgrantee account an existing account.

[Set Up Subgrantee User](#)

[Delete User](#)

[Return to User List](#)

User ID: CSAT0048G

Password: holelc

Previously Created Subgrantees:

(type in new organization name) Organization X

Grant(s):

- CASA
 Discretionary

Save

- Enter the organization name.
 - Each subgrantee organization must have a unique name.
- Check the appropriate box for the type of award received.

- User IDs and passwords are automatically created by the PMT system.
- While user IDs cannot be changed, passwords can be customized.
- Please provide subgrantees with their user IDs and passwords if they will be entering performance measures data on their own.

Subgrantee Management: Add a Subaward

Grantees can add subawards from the **Grantee Status Summary** page.

To add a subaward, click Add a Subaward at the bottom of the page.

Grantee Status Summary for test

This screen provides a summary of your data entry status.

Grantee Performance

Grantee	Federal Award Amount	Type of Reporting	Data Entry Status	Report Status
test	\$1,000,000.00	Performance Data	Not Started Begin Reporting	Not Created

Subgrantee Performance

Subgrantee	User ID	Subaward Number					
5272009	CSAT0025G	2008-ME-NT-0000					Edit
5272009	CSAT0025G	2008-ME-NT-0000					Edit
jane doe PR viewing	CSAT0047G	12345	Jul - Dec 13	\$200.00	Not Active Not Reporting		Edit

Add or Edit Subawards

[Add a Subaward](#)
[Bulk Upload](#)

- To add multiple subgrantees at once, click **Bulk Upload**.
- Contact the OJJDP PMT Helpdesk to obtain the Bulk Upload Spreadsheet

Manage Subgrantees: Add a Subaward

Add a Subaward page lists all the subgrantees available to the federal award. Choose the subgrantee, then click Add a Subaward.

2008-ME-NT-0000 2013-ME-NT-0000

Subaward to 2008-ME-NT-0000

is a list of all subgrantees created for all federal awards received by your organization. Before creating a new subgrantee, please check the line if you can just add a new subaward to the contact listed.

Subgrantee	User ID	Subgrantee Actions
2007 test Discretionary subgrantee [More...]	CSAT0007G	Add a Subaward
5272009 Mentoring subgrantee [More...]	CSAT0025G	Add a Subaward
est0025e-test.org tee [More...]	CSAT0035G	Add a Subaward
	CSAT0038G	Add a Subaward
		Add a Subaward
		Add a Subaward

2008-ME-NT-0000 2013-ME-NT-0000

Add a Subaward for 2007 test to 2008-ME-NT-0000

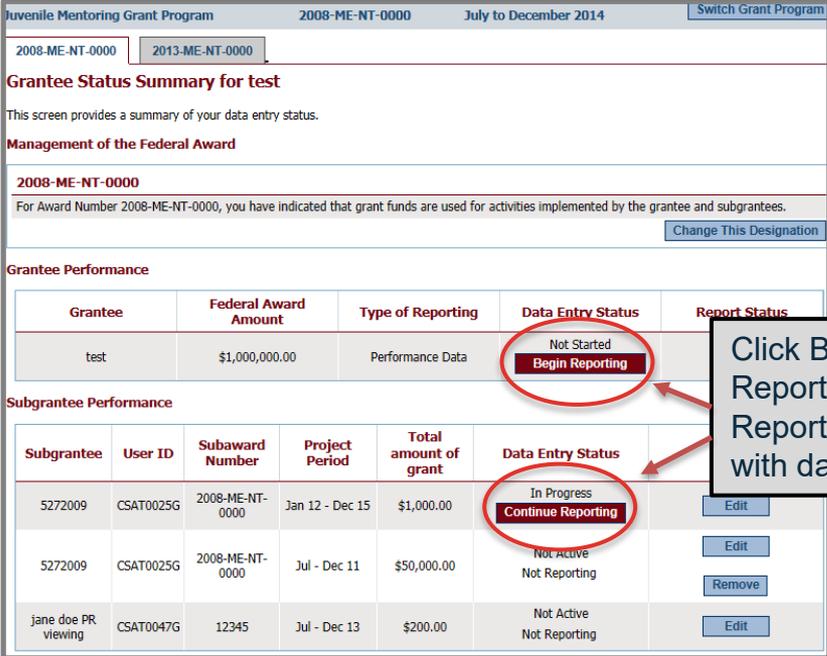
Subgrantee	Subaward Number	Project Period	Total amount of grant	Contact Information
2007 test	<input type="text"/> *	Start: Jul 1 2014* End: Dec 31 2016*	\$ <input type="text"/> *	Name: <input type="text"/> Phone: <input type="text"/> Email: jtc@ccrooke.c

Save Cancel

Fill in the required information for the subaward and click **Save**. The new subaward will display on the **Grantee Summary** page.

Data Entry for Subgrantees

- Once all subgrantees have been created, return to the **Grantee Status Summary** page. The list of subgrantees will be displayed under **Subgrantee Performance**.
- As the grantor, you may enter data for each subgrantee under your user ID and password **OR** under the subgrantee's user ID and password.



Juvenile Mentoring Grant Program 2008-ME-NT-0000 July to December 2014 [Switch Grant Program](#)

2008-ME-NT-0000 2013-ME-NT-0000

Grantee Status Summary for test

This screen provides a summary of your data entry status.

Management of the Federal Award

2008-ME-NT-0000

For Award Number 2008-ME-NT-0000, you have indicated that grant funds are used for activities implemented by the grantee and subgrantees. [Change This Designation](#)

Grantee Performance

Grantee	Federal Award Amount	Type of Reporting	Data Entry Status	Report Status
test	\$1,000,000.00	Performance Data	Not Started Begin Reporting	

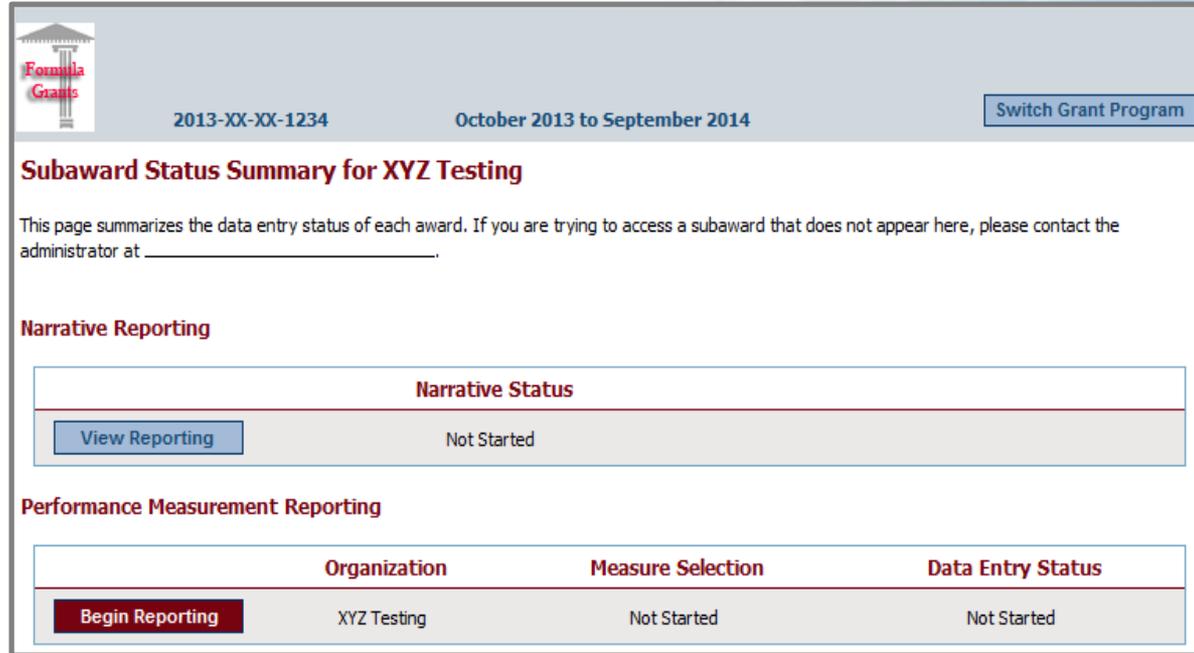
Subgrantee Performance

Subgrantee	User ID	Subaward Number	Project Period	Total amount of grant	Data Entry Status	
5272009	CSAT0025G	2008-ME-NT-0000	Jan 12 - Dec 15	\$1,000.00	In Progress Continue Reporting	Edit
5272009	CSAT0025G	2008-ME-NT-0000	Jul - Dec 11	\$50,000.00	Not Active Not Reporting	Edit
jane doe PR viewing	CSAT0047G	12345	Jul - Dec 13	\$200.00	Not Active Not Reporting	Remove Edit

Click Begin Reporting/Continue Reporting to proceed with data entry.

Data Entry for Subgrantees

- The **Subaward Status Summary** page is an overview of the subgrantee award in the system.
- A Performance Measures report is **required** for the subgrantee. The narrative questions are available at the subgrantee level but are **optional**. The decision is made by the grantor.



The screenshot shows a web interface for 'Formula Grants'. At the top, it displays the grant ID '2013-XX-XX-1234' and the period 'October 2013 to September 2014'. A 'Switch Grant Program' button is in the top right. The main heading is 'Subaward Status Summary for XYZ Testing'. Below this, a text block explains that the page summarizes data entry status and provides a contact point for administrators. The interface is divided into two reporting sections: 'Narrative Reporting' and 'Performance Measurement Reporting'. The Narrative Reporting section contains a table with one row where the status is 'Not Started' and a 'View Reporting' button is present. The Performance Measurement Reporting section contains a table with columns for Organization, Measure Selection, and Data Entry Status, with one row for 'XYZ Testing' where both Measure Selection and Data Entry Status are 'Not Started' and a 'Begin Reporting' button is present.

Formula Grants

2013-XX-XX-1234 October 2013 to September 2014 [Switch Grant Program](#)

Subaward Status Summary for XYZ Testing

This page summarizes the data entry status of each award. If you are trying to access a subaward that does not appear here, please contact the administrator at _____.

Narrative Reporting

Narrative Status	
View Reporting	Not Started

Performance Measurement Reporting

Organization	Measure Selection	Data Entry Status
Begin Reporting	XYZ Testing	Not Started

Data Entry for Subgrantees

Enter the basic award information requested, including:

- The state award number
- Total subaward amount (Federal funds only)
- The target population for the subaward
- Start and end dates (ensure they fall with the project period)
- Congressional district(s) where services are provided
- Subaward Project Title and Description

The screenshot shows a web form titled "Award Information" with two navigation links: "Return to Home Screen for TEST for Formula" and "Return to Award Information Summary". The form contains the following instructions and fields:

- Please enter the state award number**
- Please enter the total amount of subaward**
- Please enter the subaward project title.**
- Please enter the subaward project description.**
- Please enter the implementing organization type**
- Is this award used to implement evidence-based programs?**

Below the instructions, there is a note: "Once you have entered the requested information, use the buttons at the bottom of the screen to save your changes."

The form is divided into sections:

- Award Information**
 - TEST for Formula**
 - Solicitation: *None specified*
 - 1. Please enter the state award number:** [Text input field]
 - 2. Please enter the award period start date:** [Date input field: 10/01/2013] (mm/dd/yyyy)
 - 3. Please enter the award period end date:** [Date input field: 09/30/2014] (mm/dd/yyyy)
 - 4. Please enter the total amount of subaward:**
 - \$ [Text input field] (Federal Funds only)
 - *Any funds reported only represent an estimate of dollars allocated or used for activities covered by this grant award.
 - 5. Was there grant activity during the reporting period? (Grant activity is defined as proposed activities in the OJJDP-approved grant application that implemented or executed with the OJJDP grant.)**
 - Yes No
 - 6. Please enter the Federal Congressional District(s) where services are provided:**
 - [Dropdown menu: AR] [List box: At-large (00), 01, 02, ...]
 - To select multiple entries for district(s), hold down CTRL and then left on click the entries you wish to select.

Data Entry for Subgrantees

- As part of the PMT 2.0 requirements, OJJDP requests that the grantor provide basic information about each active subgrantee in the PMT.
- All fields are mandatory. Once completed, click **Save** to continue to the numerical data entry form.

The screenshot shows a web-based data entry form for subgrantees. At the top, there is a header with the OJJDP logo, the grant ID '2013-XX-XX-1234', the period 'October 2013 to September 2014', and two buttons: 'Switch Grant Program' and 'Switch Federal Award'. Below the header, the page title is 'Data Entry' with links for 'Return to Home Screen for XYZ Testing' and 'Return to Award Information Summary'. A red message states 'Your Data Has Been Saved.' The main content area is divided into two sections: 'Selected Program Categories' and 'Subgrantee Information Form'. The 'Selected Program Categories' section shows 'Primary: 1 Aftercare/Reentry' and a red message 'No Data Entered'. The 'Subgrantee Information Form' section is dated 'September 30, 2014' and contains a list of fields for subgrantee information, each with a corresponding input box:

Selected Program Categories	
Primary: 1 Aftercare/Reentry	No Data Entered

Subgrantee Information Form		September 30, 2014
1. Please enter the subgrantee information Output		
A. Prefix		<input type="text"/>
B. First Name		<input type="text"/>
C. Last Name		<input type="text"/>
D. Title		<input type="text"/>
E. Address		<input type="text"/>
F. City		<input type="text"/>
G. State		<input type="text" value="XX"/>
H. Zip+4		<input type="text"/>
I. Phone		<input type="text"/>



Data Entry for Subgrantees

- Some Title II grantees will enter their data into the PMT 2.0.
- The information requested is the same, though the layout of the module will be different.

The screenshot displays the OJJDP PMT 2.0 data entry interface. At the top, the U.S. Department of Justice logo and the text "Office of Justice Programs" are visible, along with the tagline "Innovation * Partnerships * Safer Neighborhoods". Below this is the OJJDP logo and the text "Office of Juvenile Justice and Delinquency Prevention" and "Serving Children, Families, and Communities". A navigation bar includes "Home" and "Logout" links. The main content area shows the "Reporting Period: 10/01/2016 - 09/30/2017", "Award #: 2015-JF-FX-0048", and "Project Amount: \$381,000". A tabbed interface is present with tabs for "Award Information", "Program Area Selection", "Hate Crimes", "Narrative Questions", and "Review". The "Award Information" tab is active, showing a form with the following fields: "Organization Name" (District of Columbia Government), "Solicitation" (OJJDP FY 15 Title II Formula Grants Program), "Federal Award Number" (2015-JF-FX-0048), and "Award Start Date" (2015-10-01).

Data Entry for Subgrantees

- Enter information about the **Target Population(s)** that received services through the subaward during the reporting period.
- This may not be applicable for awards used only for system improvement or for projects in their planning period.
 - If this is the case mark the **Youth population not served directly** checkbox.

Target Population for this Subaward			
Please check the appropriate boxes to indicate for this subaward: 1. The population actually served during the project period; and 2. The populations, if any, to which the program offers targeted services.			
Targeted services include any services or approaches specifically designed to meet the needs of the population (e.g. gender specific, culturally based, developmentally appropriate services).			
	Population	1. Did you serve this group during the project period?	2. Did this subaward provide targeted services for any of the following groups?
R A C E	American Indian/Alaska Native	<input type="checkbox"/>	<input type="checkbox"/>
	Asian	<input type="checkbox"/>	<input type="checkbox"/>
	Black/African American	<input type="checkbox"/>	<input type="checkbox"/>
	Caucasian/Non-Latino	<input type="checkbox"/>	<input type="checkbox"/>
	Hispanic or Latino (of any race)	<input type="checkbox"/>	<input type="checkbox"/>
	Native Hawaiian and Other Pacific Islander	<input type="checkbox"/>	<input type="checkbox"/>
	Other Race	<input type="checkbox"/>	<input type="checkbox"/>
	White/Caucasian	<input type="checkbox"/>	<input type="checkbox"/>
	Youth population not served directly	<input type="checkbox"/>	<input type="checkbox"/>
	J U S T I C E	At-Risk Population (no prior offense)	<input type="checkbox"/>
First Time Offenders		<input type="checkbox"/>	<input type="checkbox"/>
Repeat Offenders		<input type="checkbox"/>	<input type="checkbox"/>
Sex Offenders		<input type="checkbox"/>	<input type="checkbox"/>
Status Offenders		<input type="checkbox"/>	<input type="checkbox"/>
Violent Offenders		<input type="checkbox"/>	<input type="checkbox"/>
Youth population not served directly		<input type="checkbox"/>	<input type="checkbox"/>
G E N D E R	Male	<input type="checkbox"/>	<input type="checkbox"/>
	Female	<input type="checkbox"/>	<input type="checkbox"/>
	Youth population not served directly	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
A G E	0-10	<input type="checkbox"/>	<input type="checkbox"/>
	11-18	<input type="checkbox"/>	<input type="checkbox"/>
	Over 18	<input type="checkbox"/>	<input type="checkbox"/>
	Youth population not served directly	<input type="checkbox"/>	<input type="checkbox"/>

Data Entry for Subgrantees

- **Program Areas** are how Title II grant-funded activities are categorized
- **Secondary Program Areas** are optional and are only used as information

October 2009 to September 2010

Award Information Summary Return to Home Screen for Formula Subgrantee

Edit Award Info **Select Program Areas** Delete Data

Award Information saved.

Measure Selection Status: In progress Data Status: Not Started

Award Information	
Formula Subgrantee	
Federal Fiscal Year:	2010
State Award Number:	Formula Subgrantees
Project Start Date:	10/30/2008
Project End Date:	10/30/2012
Total amount of subaward:	\$1,000 (Federal Funds only)

Program Area Selection Return to Home Screen for Formula Subgrantee Return to Home Screen for Formula Subgrantee

Specify Program Area
Select a primary program area for grant-funded activities. Once data for a program area has been saved, you reporting periods.

Primary	Secondary	Program Area
<input type="radio"/>	<input type="radio"/>	1 - Aftercare/Reentry
<input type="radio"/>	<input type="radio"/>	2 - Alternatives to Detention
<input type="radio"/>	<input type="radio"/>	3 - Child Abuse and Neglect
<input type="radio"/>	<input type="radio"/>	4 - Children of Incarcerated Parents
<input type="radio"/>	<input type="radio"/>	5 - Community Assessment Centers (CAC)
<input type="radio"/>	<input type="radio"/>	7 - Court Services
<input type="radio"/>	<input type="radio"/>	8 - Deinstitutionalization of Status Offenders
<input type="radio"/>	<input type="radio"/>	9 - Delinquency Prevention
<input type="radio"/>	<input type="radio"/>	10 - Disproportionate Minority Contact
<input type="radio"/>	<input type="radio"/>	11 - Diversion
<input type="radio"/>	<input type="radio"/>	12 - Gangs
<input type="radio"/>	<input type="radio"/>	13 - Gender-Specific Services
<input type="radio"/>	<input type="radio"/>	14 - Graduated Sanctions

Click **Select Program Areas** to select the program areas that apply to the award



Data Entry for Subgrantees

In the PMT 2.0, provide the **Allocated Amount** for each **Program Area** selected. The allocated amounts must add up to the total grant/subgrant amount.

Home Logout

Reporting Period: 10/01/2016 - 09/30/2017 Award #: 2015-JF-FX-0012 Project Amount: \$868,373

Award Information **Program Area Selection** Narrative Questions Review

Select one or more program areas for grant-funded activities you conducted at the state or territory level, and only enter a value for those activities. Leave the amount as "\$0" if the program area does not apply to your grant-funded activities. The program area(s) you select is for the life of the award, but it can be modified during the grant period with OJJDP approval. Any funds you report only represent an estimate of dollars allocated or that you used for activities covered by this grant award. The DCTAT will supply questions related to the program areas you select.

Allocated Amount	
1. Aftercare/Reentry	0
2. After-School Programs	0
3. Alternatives to Detention	0
4. Child Abuse and Neglect	0
5. Community-Based Programs and Services	0
6. Delinquency Prevention	0
7. Gangs	0
8. Graduated And Appropriate Sanctions	0
9. Hate Crimes	0
10. Job Training	0
11. Learning And Other Disabilities	0

Data Entry for Subgrantees

- Enter data in the fields provided for each measure.
 - *Remember:* Data entered should be an aggregated number that reflects the activities that occurred during the reporting period.
- **Mandatory Measures** are measures you are required to report data. If there is no data available for the reporting period, input “0” for that measure(s).

The screenshot shows a web application interface for Formula Grants. At the top, there is a navigation bar with links for Home, Federal Awards, Profile, Reports, Help, and Log Out. Below this is a header section with the Formula Grants logo, the reporting period "October 2009 to September 2010", and a "Switch Grant Program" button. The main content area is titled "Measure Selection" and includes links to "Return to Home Screen for Formula Subgrantee" and "Return to Award Information Summary".

Selected Program Areas	Designation
Primary: 7 Court Services	Intervention-type Activities

Select Measures for Program Area 7 - Court Services

Please make your selections below.

Mandatory Measures	
The following measures are MANDATORY	
Measure	Type
11 Number of program youth served	Output
16 Number and percent of program youth who RE-OFFEND (Short Term Measure)	Short Term Outcome
17 Number and percent of program youth who RE-OFFEND (Long Term Measure)	Long Term Outcome
21 Number and percent of program youth completing program requirements	Short Term Outcome

Output Measures		
You may select additional OUTPUT measures		
Select	Measure	Type
<input type="checkbox"/>	1 Number of MOUs developed	Output
<input type="checkbox"/>	2 Number of program slots available	Output
<input type="checkbox"/>	3 Number of FTEs funded by FG \$	Output

Data Entry for Subgrantees

Award Information Summary [Return to Home Screen for Title V & Formula Te](#)

[Edit Award Info](#) [Select Program Areas](#) [Select Measures](#) [Enter Funds Used](#) [Enter Data](#)

Your selections have been saved.

Measure Selection Status: Complete **Data Status: Not Started**

Selected Program Areas	
Primary: 19 Juvenile Justice System Improvement	System Improvements Select Measures No Data Entered
During The Reporting Period September 30, 2012	
Amount of federal funds used during the 12-month reporting period Output	
Enter the amount of funds used during the reporting period	
Juvenile Justice System Improvement September 30, 2012	
Amount awarded (for JJ system improvement) Output	
Amount awarded to program for services	
2. Number of MOUs developed Output	
3. Number of Memoranda of Understanding developed	

Once you have selected all the measures, click **Enter Funds Used** or **Enter Data** to continue performance data entry.

Follow through with all questions, and click **Save** at the bottom of each page to continue the data entry process.

Data Entry for Subgrantees

- Once all of the numeric data have been entered, complete data entry by clicking **Mark Data as Complete**.
- This action tells the system you have no more data to enter for this record.

The screenshot shows the 'Award Information Summary' page for the period 'October 2011 to September 2012'. The page includes a navigation bar with buttons for 'Edit Award Info', 'Select Program Areas', 'Select Measures', 'Enter Funds Used', 'Enter Data', 'Mark Data as Complete', and 'Delete Data'. The 'Mark Data as Complete' button is highlighted with a red circle. Below the navigation bar, a message states 'Your Data Has Been Saved.' and the status is shown as 'Measure Selection Status: Complete' and 'Data Status: In progress'. A 'Switch Grant Program' button is located in the top right corner.

The second screenshot shows the 'Mark Data as Complete' confirmation dialog for the period 'October 2009 to September 2010'. The dialog asks, 'Please review the information below. Are you sure you want to mark this data as complete?' with 'Yes' and 'No' buttons. Below the dialog, there is a table with the following information:

Award Information
Formula Subgrantee

Note: You will only see this view when the grantor enters data for the subgrantee.

Data Entry for Subgrantees

Remember: The narrative questions are available at the subgrantee level but are optional. The decision is made by the grantor.

- If the grantor enters data on behalf of the subgrantee but requires the narrative, the grantee will need to enter responses.
- If the grantor allows subgrantees to enter their own data, subgrantees will need to return to their Home page to begin the narrative.

The screenshot shows the 'Formula Grants' interface. At the top left is the 'Formula Grants' logo. The header includes the grant ID '2012-JF-FX-00', the reporting period 'October 2013 to September 2014', and a 'Switch Grant Program' button. The main heading is 'Subaward Status Summary for TEST1234'. Below this is a note: 'This page summarizes the data entry status of each award. If you are trying to access a subaward that does not appear here, please contact the administrator at _____.' There are two reporting sections: 'Narrative Reporting' and 'Performance Measurement Reporting'. The Narrative Reporting section shows a 'View Reporting' button and a status of 'Not Started'. The Performance Measurement Reporting section shows a table with columns for Organization, Measure Selection, and Data Entry Status, with a 'View Reporting' button and data for TEST1234, Complete, and Complete.

Organization	Measure Selection	Data Entry Status
TEST1234	Complete	Complete

Data Entry for Subgrantees

Once all data have been entered for the subgrantee, their **Data Entry Status** shows as **Complete**.

Home Profile Reports Recordings Log Out

Grant Program 2013-ME-NT-0000 July to December 2014 [Switch Grant Program](#)

2008-ME-NT-0000 2013-ME-NT-0000

Grantee Status Summary for test

This screen provides a summary of your data entry status.

Management of the Federal Award

2013-ME-NT-0000

For Award Number 2013-ME-NT-0000 , you have indicated that grant funds are used for activities implemented by the grantee and subgrantees. [Change This Designation](#)

Grantee Performance

Grantee	Federal Award Amount	Type of Reporting	Data Entry Status	Report Status
test	\$1,000.00	Performance Data	Complete View Reporting	Not Created

Subgrantee Performance

Subgrantee	User ID	Subaward Number	Project Period	Total amount of grant	Data Entry Status	
5272009	CSAT0025G	Mentor Sub Test	Jul 14 - Dec 16	\$200.00	Complete View Reporting	Edit

Grantee Data Entry

To report for state-level activity, click **Begin Reporting** and if needed, follow the same instructions for Data Entry for subgrantees.

Formula Grants
2012-JF-FX-00 October 2013 to September 2014 Switch Grant Program Switch Federal Award

Grantee Status Summary

This screen provides a summary of your data entry status.

Grantee Performance

Reporting	Type of Reporting	Overall Status	Grantee	Us
Begin Reporting	Performance Data	In Progress	Family Services	
Begin Reporting	Narrative	Not Started	Family Services	

Subgrantee Performance

Reporting	State Award Number	Overall Status	Subgrantee	Us
View Reporting	num			

If state-level narrative information is required, click **Begin Reporting** to enter narrative information. Grantee may incorporate a subgrantee's responses in the narrative.

If you do not have performance data for the state-level activity, enter "0" to Question 2: **Please enter the total amount of federal award used for state/territory-level activities during the reporting period.**

Award Information

Solicitation: OJJDP FY 12 Title II Formula Grants Program

Federal Award Number: :

Award Period Start Date: 10/01/2011

Award Period End Date: 09/30/2014

1. Please enter the total amount allocated to state level activity:
\$ (Federal Funds only)

2. Please enter the total amount of federal award used for state/territory-level activities during the reporting period :
\$ *Any funds reported only represent an estimate of dollars allocated or used for activities covered by this grant award.



Grantee Data Entry

- The **Narrative Reporting** field gives you the opportunity to tell OJJDP (or the grantor) about your program activities for the past year. Include subgrantee activities.
- Reflect on the achievements as well as areas for growth; this is a great opportunity to highlight outcomes resulting from your funding.
- Only the narrative information entered at the state level will appear on the Performance Data Report.
- You may include narrative responses from your subgrantees into your state-level narrative.

Narrative Questions **Review**

Please respond to each question below. Your response should reflect activity that occurred during the reporting period.

1. What were your accomplishments during the reporting period?

You have 5000 characters left. (Maximum characters: 5000)
2. What goals were accomplished during the reporting period as they relate to the goals you entered on your grant application?

You have 5000 characters left. (Maximum characters: 5000)
3. What problems/barriers did you encounter, if any, during the reporting period that prevented you from reaching your goals or milestones?

You have 5000 characters left. (Maximum characters: 5000)
4. Can OJJDP offer assistance to address any problems/barriers you identified in question 3? If so, please describe.

Grantee Data Entry

Narrative Summary Return to Status Summary Screen for Tile V/Formula Test

[Edit Narrative](#) **Mark Narrative as Complete**

Your Data Has Been Saved.

Narrative Reporting Status: In progress

Narrative Reporting September 30, 2010

1. What were your accomplishments within this reporting period?
A. open-ended text; 8000 characters
This is a test

2. What goals were accomplished as they relate to your grant application?

Select **Mark Narrative as Complete** to finish narrative entry.

Click **Return to Home** to continue with data entry process.

Narrative Summary Return to Status Summary Screen for Tile V/Formula Test

[Edit Narrative](#) **Return to Home**

Narrative Reporting Status: Complete

Grantee Data Entry

If grantees elect to have subgrantees report for themselves, the PMT allows the grantees to review the data that is entered before the data is finalized and a report is created.

The screenshot shows a web application interface with a navigation bar at the top containing links for Home, Profile, Reports, Recordings, and Log Out. The main content area is titled "Grantee Status Summary" and includes a sub-header "Grantee Performance". Below this is a table with columns for Reporting, Type of Reporting, Overall Status, Grantee, and User ID. The table contains two rows of data. The first row has a "View Reporting" button in the Reporting column. The second row has a "View Reporting" button in the Reporting column, which is circled in red. A callout box with a red arrow pointing to this button contains the text: "To review the subgrantee data, click View Reporting to open their subaward." Below the table, there is a section titled "Subgrantee Performance" with a table containing one row of data. At the bottom of the page, there are summary statistics: "Total # of Subgrantees: 1", "Total # Completed: 1", and "Total # In Progress: 0".

Home Profile Reports Recordings Log Out

Grantee Status Summary

This screen provides a summary of your data entry status.

Please remember to create the downloadable Performance Data Report for submission to OJJDP. Click on the Reports tab to generate the report.

Grantee Performance

Reporting	Type of Reporting	Overall Status	Grantee	User ID
View Reporting	Performance		man Services	
View Reporting	Narrative		man Services	

Subgrantee Performance

Reporting	Subgrantee	Overall Status	User ID
View Reporting	State Award	Complete	TEST for Formula

Total # of Subgrantees: 1
Total # Completed: 1
Total # In Progress: 0

To review the subgrantee data, click **View Reporting** to open their subaward.

Grantee Data Entry

If changes are needed grantees can:

- Edit data at the state-level (click **State Edit**), OR
- **Send Back for Revisions**, which allows state-level users to return the record to the subgrantee with a message explaining the discrepancies.
- The record will show as **In Progress** on the **State Status Summary** page. After entering comments, click **Yes, send for revisions**.
- Provide a user ID and password to the subgrantee from the **Profile** page.
- The subgrantee will then receive an e-mail notifying them that a revision to its record is needed. A notification is sent to the addressees on the profile page.

Home Federal Awards Profile Reports Help Log Out

Formula Grants

October 2009 to September 2010 [Switch Grant Program](#)

Award Information Summary [Return to Home Screen for Formula Test 2](#)

[Edit Award Info](#) [Select Program Areas](#) [Select Measures](#) [State Edit](#) [Send Back for Revision](#) [Return to Home](#) [Delete Data](#)

Measure Selection Status: Complete Data Status: Complete

Award Information	
Formula Test 2	
Federal Fiscal Year:	2010

Award Information Summary [Return to Home Screen for Formula Test 2](#) [Return to Award Information Summary](#)

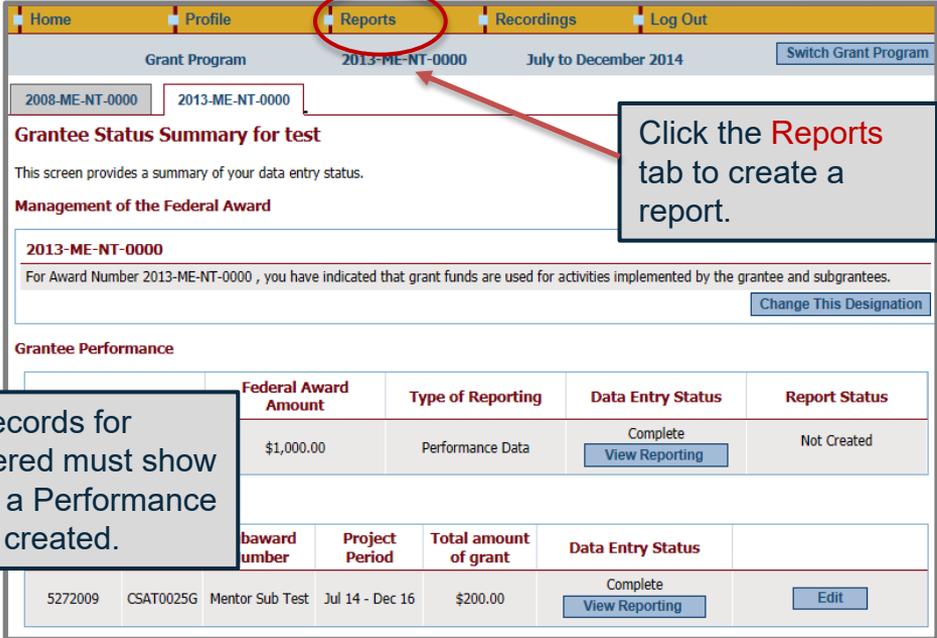
Once you return this data record to Formula Test 2 for revisions, you will no longer be able to edit their data. Are you sure you want to continue? You must enter a comment.

If Yes, please enter a comment for this request:

[Yes, send for revisions](#) [Cancel](#)

Create a Report

Create a Performance Data Report to submit to OJJDP as part of your progress report.



The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'Profile', 'Reports', 'Recordings', and 'Log Out'. The 'Reports' tab is circled in red. Below the navigation bar, the 'Grant Program' is set to '2013-ME-NT-0000' for the period 'July to December 2014'. There are two dropdown menus for grant numbers: '2008-ME-NT-0000' and '2013-ME-NT-0000'. A callout box with a red arrow points to the 'Reports' tab, containing the text: 'Click the Reports tab to create a report.'

Grantee Status Summary for test
This screen provides a summary of your data entry status.

Management of the Federal Award

2013-ME-NT-0000
For Award Number 2013-ME-NT-0000, you have indicated that grant funds are used for activities implemented by the grantee and subgrantees. [Change This Designation](#)

Grantee Performance

	Federal Award Amount	Type of Reporting	Data Entry Status	Report Status
	\$1,000.00	Performance Data	Complete View Reporting	Not Created

Grantee Performance

award number	Project Period	Total amount of grant	Data Entry Status		
5272009	CSAT0025G Mentor Sub Test	Jul 14 - Dec 16	\$200.00	Complete View Reporting	Edit

All statuses for all records for which data was entered must show as **Complete** before a Performance Data Report can be created.

Create a Report

Create the **Performance Data Report** for each active Federal award. Select the appropriate **Reporting Period** and click **Run Report**.

- A sample Performance Data Report lets you check the report and ensure no changes are required.

Reports Menu

Use the drop-down menus provided below to select the type of report you would like to view. You must create a separate Performance Data Report for each award that was active/open during the reporting period and submit those reports to OJJDP through the GMS system.

Mandatory Reports

Performance Data Report

This is the report that you must upload into GMS, when a progress report is due.
Please remember to upload a copy of this report through the GMS system as part of your progress report.

Reporting Period: **October 1, 2013 - September 30, 2014**
 All Reporting Periods (use for close out)

Federal Award Number:

[Run Report](#)

REMEMBER: A final Performance Data Report is **required** for submission to OJJDP; the sample view is **not acceptable**.

Formula Grant Report

Before creating a final Performance Data report, you will need to mark your data as final. Please click on the appropriate link below to proceed.

[Mark data as final and create Performance Data report](#) [View a sample Performance Data report](#)

Create a Report

- The **Areas for Further Review** page appears if data entry is not complete for the selected federal award.
- Follow the instructions to complete the indicated section.
- You must complete all required fields to create the mandatory Performance Data Report.



The screenshot shows a web application interface with a yellow navigation bar containing links for Home, Profile, Reports, Recordings, and Log Out. Below the navigation bar is a header section with a logo on the left, the text '2012-JF-FX-00' and 'October 2013 to September 2014' in the center, and two buttons on the right: 'Switch Grant Program' and 'Switch Federal Award'. The main content area is titled 'Areas for Further Review' and contains a message: 'Thank you for using the DCTAT. The system has identified the following issues which must be resolved before your data can be marked as final and you can generate your final Performance Data report to submit to OJJDP through the Grants Management System (GMS)'. Below this message, it states 'You have 1 incomplete record.' and displays a table with the following data:

Overall Status	User ID
In Progress	TEST0001S

Below the table, there is a message: 'If you have any questions, please contact the system administrator at 1-866-487-0512' and a button labeled 'Create Sample Performance Data Report'.

Create a Report

Now that your data is locked and ready:

- You may add a few comments (two–three sentences) about your data entry for the reporting period by clicking **Add Comments**.
- If you clicked **Add Comments**, enter text and click **Save Comments**.
- OR click **Export as a PDF file**.
- **Save** the report to your computer.
- **Upload** the report as an attachment into GMS to submit to OJJDP.



The screenshot shows a web interface with a yellow navigation bar containing links for Home, Federal Awards, Profile, Reports, Help, and Log Out. Below the navigation bar is a header section with the Formula Grants logo on the left, the reporting period "October 2009 to September 2010" in the center, and a "Switch Grant Program" button on the right. The main content area contains instructions: "Click **Add Comments** to add comments to your report." and "Click **Export as a PDF file** to open a new window with the PDF file so that you may save it to your computer. Please save a copy for your records." Below this, a message states: "The Export to Word function has been temporarily disabled. We apologize for the inconvenience. Please remember to upload a copy of this report through the GMS system as part of your progress report." At the bottom of the main content area, it says "View of The State of State of Testing Performance Data Report:".

Performance Data Report Comments

Enter comments below. These comments will be appended to the bottom of the PDF report.

Save Comments

State-Level Resources

1. Close Out Report: Creates a report of data from all reporting periods. Use to submit as a final report to close out the report.
2. Performance Data Summary Report: Compares your data to a national aggregate of data.
3. Subaward Detail Data Report: Provides a detailed view of the data entered for all subawards for each subgrantee.
4. Performance Data Report by Subgrantee: Creates a report for the individual subgrantee.

Mandatory Reports

Performance Data Report
This is the report that you must upload into GMS, when a progress report is due.
Please remember to upload a copy of this report through the GMS system as part of your progress report.

Reporting Period: October 1, 2016 - September 30, 2017
 All Reporting Periods (use for close out)

Federal Award Number: 2016-JF-FX-0013 ▼

Run Report

Optional Reports

Performance Data Summary Report
A summary report of all data and comments reported for the reporting period.

Reporting Period: October 1, 2016 - September 30, 2017

Federal Award Number: 2013-MU-FX-0019 ▲
2016-JF-FX-0013 ▼

Notes:

- To select multiple entries for federal award number, hold down CTRL and then left click the entries you wish to select.

Run

Subaward Detail Data Report
A report that presents data for each performance measure as reported, at the Grantee and Subgrantee level, for all awards received from the selected federal award.

Reporting Period: October 1, 2016 - September 30, 2017

Federal Award Number: 2016-JF-FX-0013 ▼

Run

Performance Data Report by Subgrantee
A report that presents data for a selected subgrantee for the selected federal award.

Reporting Period: October 1, 2016 - September 30, 2017
 All Reporting Periods

Federal Award Number: 2016-JF-FX-0013 ▼

Subgrantee: AZ0154G - Arizona Administrative Office of the Courts (AOC) ▼

Run

Training Resources

- Visit the [OJJDP Performance Measures](#) webpage to access:
 - [Performance Measure Grids](#)
 - [Data Collection Forms](#)
 - [Performance Measures Trainings](#)
 - [OJJDP PMT User Guide](#) for Grantees and Subgrantees
 - OJJDP PMT [FAQs](#) and [Fact Sheet](#)
 - Annual Performance Reports from 2012 through 2016

Subgrantee Monitoring

- Grantees can review subgrantees' submitted performance reports to:
 - Identify measures that are not reported or are underreported
 - Identify trends or changes from previous reporting periods
- Subgrantee progress reports can reveal:
 - Progress reports give context to the data reported
 - Ability to see if goals and objectives are being met
 - Identify strengths
 - Identify problems or challenges subs experienced
 - Identify needs for TTA

Helpful Hints

SAFEGUARD YOUR DATA



Back up data in case of a system outage. Ensure there is no identifiable information within your database or use a system that replaces personal information with a number or code.

QUALITY CHECK



Be sure to collect quality data for reporting. Make sure collection methods are consistent and reliable. Appoint a data steward to be in charge of quality and double check numbers as they are entered into the PMT system.

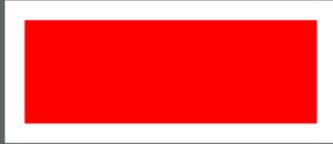
TEAM WORK



Ensure that all team members clearly understand and accept the data collection plan. This allows for a uniform approach and more consistent and reliable data.

Helpful Hints

RED BUTTON



Red buttons are used as indicators to the action required on that page. Select the **red** buttons throughout the page, and it will complete the task at hand or take you to the next step.

WHAT DOES THIS MEAN...



On the data entry page, each measure and question, underlined in **blue**, is a link to more information. Click on or hover over the links throughout the page for a definitions and instructions.

UPDATE INFORMATION



It is crucial for PMT users to make sure the profile page has correct and complete contact information. Please update information in the Grants Management System first, and then update in PMT.

Contact Information



OJJDP

PMT HELPDESK

Monday–Friday

8:30 a.m.–5:00 p.m. ET

Closed on Federal Holidays

Toll-free number: 866–487–0512

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On behalf of OJJDP and the PMT Team,
we thank you for your dedication and hard work!

Question and Answer

